

YOUR CABINET, UP CLOSE

Finance & Administration Cabinet Newsletter
October 28, 2011



From the Secretary:



I'm happy to share with you the Finance and Administration Cabinet's new employee newsletter, *Your Cabinet, Up Close*! As cabinet secretary, I'm fortunate to have the opportunity to work with all of our agencies and the many great programs and initiatives we have going on at any given time. I get to see your enthusiasm and dedication to the role you play in making our cabinet so productive. I hope that this newsletter will serve as a resource where you can let people outside of your office know what you are working on and also keep you up to date on what's going on elsewhere in Finance and with our partner agencies. I encourage you to submit ideas and topics for future newsletters through your supervisor. Brag on yourself and your colleagues!

I'd also like to take this opportunity to remind you that we are still accepting donations for KECC. I know that this tough economy has made things difficult for many of us but there are those in much worse circumstances who need our help. Currently we have only met 62 percent of our modest goal. Thank you to those who have donated and for our KECC leaders who have organized many fun and creative fundraising events. If you still have not submitted your donation form, I encourage you to give any amount that you can afford, either through a payroll deduction or a onetime donation. Every little bit helps support the people in need in our communities! You may submit a payroll deduction form anytime before December 9.

Thank you!
Secretary Lori H. Flanery



Hot off the press:

Oct. 17, 2011

Gov. Beshear Launches Website to Better Serve Businesses

Site to streamline process to register, operate a business

In an effort to better serve the business community across the Commonwealth, Governor Steve Beshear today joined state and government leaders to launch a one-stop business website to help businesses start and operate in a more efficient way.

The Kentucky Business One Stop – onestop.ky.gov – is an interactive web portal designed to provide faster, friendlier, more reliable and cost-effective state government services to businesses. [Read the full story](#)

Oct. 3, 2011

Gov. Beshear Announces Self-Insurance of State Vehicles Will Save the Commonwealth \$750,000 Annually

Initiative part of Beshear's Smart Government program

Governor Steve Beshear today announced the Commonwealth has begun self-insuring state-owned vehicles – a move that will save taxpayers approximately \$750,000 each year.

The Kentucky Self-Insured Auto Program (KSAP) is a cost-saving action the Governor implemented as part of his ongoing Smart Government Initiative (SGI), which examines state government operations to extend and expand efficiency efforts to save money and state resources.

KSAP is managed by the Division of State Risk and Insurance Services in the Finance and Administration Cabinet. The Commonwealth is already self-insured for fire and tornado coverage, health insurance and workers' compensation insurance for public employees. [Read the full story](#)

Finance would especially like to recognize Al Perkins and Ed Ross, and their teams in the Division of State Risk and Insurance Services and the Office of the Controller, for their hard work in making the launch of this program a success. For questions about KSAP, email buryl.thompson@ky.gov.

What's Happening?

We want to know what's going on in your agency!

Division of Fleet Management ranks in top 100 public sector fleets in the nation for the second consecutive year

Each year, 38,000 public sector Fleets are ranked by Government Fleet magazine. The Division of Fleet Management has ranked in the top 100 for the past two years. Fleets are ranked on several criteria ranging from use of technology to best practices to green initiatives. For 2010 and 2011, less than twenty state fleets were included in both years combined. Congratulations to Jeff Kaiser and the entire Division of Fleet Management team!

Division of Fleet Management new hires

Fleet recently promoted Wesley Peyton to serve as the service manager for the State Service Garage. Mr. Peyton has 28 years in the automotive industry, with 11 years experience as a service manager. Mr. Peyton started his career as a technician and quickly moved thru the ranks and has even run his own business. He has worked at Fleet in the Inventory section for the past two years. As a result of his recent promotion, customers should see improved repair times to go along with the thoroughness that Fleet Management has become known for.

Another recent addition to the Fleet Management Team is Stephanie Watkins. Stephanie has worked in manufacturing since 1993, where she started on the assembly line at Panasonic. She worked there for seven years, working her way up to a team leader, and she spent also several years planning production for assembly. Stephanie also served as a material planner for Toyota Tusho. Stephanie completed her bachelor degree in business management in 2003 at Eastern Kentucky University. Stephanie enjoys working at Fleet Management and has many high expectations for the future of fleet management.

Information from the Office of Procurement Services (OPS) Vehicle Rental Master Agreement now available

State agencies and employees now have two new contracts available to help manage the cost of travel when on official state business. The Finance and Administration Cabinet, Office of Procurement Services (OPS) recently finalized contracts for rental vehicles with Enterprise Rent-a-Car / National and Hertz. The creation of these contracts is a result of recommendations by the Smart Government Initiative (SGI) Transportation Work Group.

These contracts will minimize the need to reimburse employees for use of personal vehicles while conducting official state business, supplement the use of agency-assigned vehicles and meet the business needs of agencies that have staff located outside of Frankfort. The Division of Fleet Management motor pool remains the preferred provider of vehicles for all travel that begins in Frankfort.

The prices and terms specified in the contracts are available at all vendor locations nationwide. In certain locations, higher rental prices may be in effect. All costs incurred through these contracts will be billed to the appropriate state agency. These contracts may NOT be used by state employees for personal travel.

A list of All State Master Agreements is available on the OPS web site at <http://finance.ky.gov/business/procurementservices>. Information on these specific Master Agreements can be found at [WSCA Rental Vehicles](#). More information about the vehicle rental master agreements is available from Mike Gustafson at mike.gustafson@ky.gov.



Class II Printing Master Agreements

There are five new Class II Printing Master Agreements effective Sept. 1, 2011, replacing the old contracts that expired August 31. Some familiar vendors have been retained and two new vendors added which should provide enhanced capacity. As in the past, although Agencies may contact these vendors for cost estimates, etc., these Master Agreements are for the exclusive use of the Finance and Administration Cabinet for the issuing of final contract awards. The contact/buyer in the Office of Procurement Services is Richard Mize at (502) 564-4510 or richard.mize@ky.gov. The Finance and Administration Cabinet deeply appreciates the fine service and cooperative team spirit provided by our Class II printing contractors over the past five years and looks forward to working with our new team of contractors in the future.

A summary of the MAs expiring Sept. 1, 2012 and the contact information is below:

Vendor	MA Document ID	Vendor Contact Info
Gateway Press, Inc 4500 Robards Lane Louisville, KY 40218	MA 758 1200000260	Tom Kaelin 502-454-0431 tom@gatewaypressinc.com
Thoroughbred Printing, Inc. 904 North Broadway Lexington, KY 40505	MA 758 1200000259	Mike Abbott 859-226-4510 mike.abbott@thoroughbredprinting.com
Advertiser Printer, Inc. 1890 Star Shoot Parkway Suite 170 Lexington, KY 40509	MA 758 1200000262	Jamison Barton 859-260-8649 jbarton@apiprint.com
Moore-Wallace/R.R. Donnelley 101 Carriage Way, Suite 307 Hurricane, WV 25526	MA 758 1200000258	Michael J. Ross 304-757-6673 800-444-5219 Michael.ross@rrd.com
Post Printing Company 1033 Trotwood Drive Lexington, KY 40511	MA 758 1200000261	Charles Smith 859-254-7714 sales@postlex.com

Kentucky Housing Corporation KY Home Performance

Managed by KHC, KY Home Performance is a single-family home improvement program designed to make homes more energy efficient, economical, and comfortable.

Homeowners can take advantage of a free on-line home energy assessment, locate and contact a certified KY Home Performance Professional, and have an in-home evaluation to determine where improvements are needed. Cash rebates are

available for eligible activities of up to 20 percent of the work completed up to \$2,000, or to qualified homeowners, get special financing at 3.99% with a maximum term of 10 years up to \$20,000 (terms and conditions apply).



KY Home Performance and certified industry professionals will perform a comprehensive whole-house energy evaluation of the home, make the necessary improvements that are homeowner-approved, and perform a quality assurance evaluation to verify the quality of the work completed. In addition, the first 1,000 homes will receive an additional \$150 towards the whole-house energy evaluation and a free quality assurance energy evaluation from a third-party quality provider.

Depending on the home improvements, homeowners may be able to save more than 25 percent or more on annual utility bills. The program is available on a first come first served basis through March 30, 2012. As of Sept. 1, 2011, 335 whole-house energy evaluation rebates were distributed, 185 jobs completed, and other 200 were in process. An additional 300 jobs were in the pipeline. KY Home Performance has 125 individual contractors or

contractor firms and 25 utility partners are participating. Over \$4 million has been leveraged through the program, including the homeowners' repair costs.

To learn more, please visit www.KYHomePerformance.org, or call toll-free at (877) 741-4306. You may also email the program manager, Andrew Isaacs, at aisaacs@kyhousing.org.

KECC Fun-raising



Deputy Secretary Jamie Link makes the call while playing in a KECC Cornhole tournament fundraiser, held October 13 in the Capital Education Center. The tournament was coordinated jointly by the Office of Administrative Services and the Finance Secretary's Office, with special thanks to the Division of Fleet Management. It was open to all state employees and raised \$110.

Department of Revenue State Reciprocal Program

The Kentucky Department of Revenue (DOR), the Controller's Office and the Commonwealth Office of Technology (COT) collaborated in implementing the "State Reciprocal Program" for the Commonwealth. The program, open to all states and administered by the Department of Treasury's Financial Management Services, facilitates the offset of federal non-tax payments to tax and non-tax debts owed the Commonwealth. In addition, the Commonwealth offsets non-exempt payments to federal debt.

The implementation of the State Reciprocal Program provides the Commonwealth with a state-wide, cost-effective tool for collecting debts owed to state agencies and affiliates and enhances the operation of government. The program reduced Department of Revenue's staff time previously dedicated to manual debt collection and payment offset processes.

For FY 11, collections from the program totaled \$10.1million. To date, collections for FY 12 are \$8.5 million. Implemented in January 2011, the Commonwealth of Kentucky is the only state that is participating 100% in the process. To learn more about this program, contact Tammy Watts at tammy.watts@ky.gov.

Commonwealth Office of Technology

Attendance high for tech seminars

Nearly 300 state government technology professionals recently attended information technology security seminars at the Commonwealth Data Center to learn about evolving security threats and industry trends.

Commonwealth Office of Technology sponsored seven seminars during the month of October that featured presentations from speakers representing some of the biggest names in government and private-sector IT security industry, including McAfee, Symantec, Cisco, Blue Coat and others.

Commissioner Steve Rucker said understanding the dangers of cyber threats is the first step in combating them.

The seminars were scheduled in conjunction with Cyber Security Awareness Month, a national movement aimed at drawing attention to the importance of IT security throughout the month of October, led by a coalition of nonprofit agencies, private companies and government organizations. Those agencies include the U.S. Department of Homeland Security, National Association of State Chief Information Officers and the National Cyber Security Alliance.

Gov. Steve Beshear designated October as Cyber Security Awareness Month in Kentucky to encourage citizens to learn more about cyber security and the dangers of online threats. For information about future seminars and training opportunities, contact Gail Ritchey at Gail.Ritchey@ky.gov or (502) 564-1595.

KHEAA and KHESLC

Governor proclaims 'Kentucky College Application Week'

Governor Steve Beshear has proclaimed the week of Nov. 14-18 as "Kentucky College Application Week" to emphasize the importance of higher education in the Commonwealth.

During the week, the Kentucky Higher Education Assistance Authority (KHEAA) staff will help students at 13 pilot high schools through personalized, on-site assistance in the application process. KHEAA has also created an online toolkit to help all Kentucky students in the application process and to create a positive, college-going culture in the Commonwealth.

State savings plan giving away four \$1,000 accounts

The best time for a family to start saving for college is when a child is born. For that reason, the Kentucky Education Savings Plan Trust (KESPT) will award \$1,000 college savings accounts to four lucky babies born in Kentucky.

Parents, legal guardians or grandparents may enter at www.kysaves.com for a chance to win. One entry will be randomly selected at the end of each calendar quarter through Sept. 30, 2012. Babies born in the 12 months before each quarterly drawing are eligible.

KHESLC on Facebook and Twitter

Borrowers who have student loans serviced by the Kentucky Higher Education Student Loan Corporation (KHESLC) can now follow KHESLC on Facebook and Twitter.

KHESLC's Facebook page is <http://bit.ly/KHESLCfacebook>. The public can "like" KHESLC on Facebook by searching for the KHESLC page or by texting "like KHESLC" to 32665. Standard texting rates from service providers may apply. To follow KHESLC on Twitter, visit <http://twitter.com/KHESLC> or text "follow KHESLC" to 40404.

For questions about these or any other KHEAA or KHESLC programs, contact Tim Ballard at tballard@kheaa.com or 502-696-7372.



AND DON'T FORGET...

VOTE! Kentucky's General Election will be held on Tuesday, Nov. 8, 2011. All registered voters are eligible to vote in the 2011 general election in every county in the Commonwealth. All state employees who are entitled to vote at any election and who are otherwise scheduled to work during the hours that the polls are open, and who request leave in advance, shall be granted four (4) hours of leave to do so. Please see your Human Resources representative for any questions.



Veteran's Day Holiday: On Friday, November 11, state offices will be closed for an official holiday in honor of Veteran's Day. To all of the veteran's and active duty military personnel working in the Finance and Administration Cabinet or with our partners, thank you for your service!

Thanksgiving Holiday: Offices will be closed Thursday, November 24 and Friday, November 25, for Thanksgiving.

Trick or Treat!

The official time for Trick or Treating in Frankfort, Louisville, Lexington and most surrounding communities is 6-8 p.m. on Monday, Oct. 31. Here are some safety tips from the Kentucky State Police:

- 🍁 Watch out for traffic
- 🍁 Wear light and bright colored costumes
- 🍁 Carry a flashlight or wear reflective material,
- 🍁 Make sure adults ALWAYS accompany small children and only visit well lit neighborhoods
- 🍁 Be sure to inspect your children's candy before letting them dig in.

Be sure to keep your In Case of Emergency Contacts current

Within the KHRIS Self-Service Center, you may have up to two (2) emergency contacts to be available to your manager in the event there is an emergency where he/she may need to contact someone on your behalf or in the case of an emergency office closure. It is suggested that you list two In Case of Emergency Contacts in your KHRIS account—at least one contact should not reside in the same home with you.

To create and update your emergency contacts, please follow the steps below:

- Go to the KHRIS portal welcome page at <https://khris.ky.gov/irj/portal>
- Enter your User ID and Password
- Click "Log on"
- You should now be on the Employee Self-Service tab – if not, click on the Employee Self-Service tab
- Near the left side of the screen, click "Personal Information"
- Near the left side of the screen, click "Emergency Contacts"
- Click on "New Emergency contact – Primary" and follow instructions
- Click "Review"
- If the information is correct, click "Save"
- To add a second contact, click "Go to Emergency Contact Overview"
- This information can be edited at anytime.

Good luck Travis!



Travis Powell has accepted a position as General Counsel for the Council on Postsecondary Education. For five years, Travis has been an integral part of the Finance Cabinet in the Office of General Counsel. Congratulations on your new position, Travis! We'll miss you!

Your Cabinet, Up Close newsletter is an internal publication of the Kentucky Finance and Administration Cabinet and is not intended to be distributed outside this cabinet or its attached agencies. Please send your questions, comments, suggestions and good news to Cindy Lanham at cindy.lanham@ky.gov.